

Section 2.1 DCDS Navigation Overview

Purpose	This section provides an overview of the various ways of navigating through the Data Collection and Distribution System (DCDS). Included are instructions on how to use the common window functions of tab folders, control buttons, scroll bars, and Selection List windows.
Reminders	<p>Menu Navigation</p> <ol style="list-style-type: none">1. The primary means of system navigation is through the use of menus. The two types of menus used are dropdown menus and cascading menus. A dropdown menu is represented by a menu title (i.e., File, Edit, Help) that appears in the menu bar. A cascaded menu is a submenu attached to the right or left side of a menu item. Menu items that lead to cascading menus are marked with a right-pointing triangle after the menu item name.2. Both the dropdown menu and the cascading menu can be used with the use of either keystrokes or left mouse clicks. To display a dropdown menu, the user can either click on the menu title, or press the [ALT] key followed by the underlined mnemonic letter in the menu title. (For example to access the <u>F</u>ile dropdown menu, press [ALT] + F.) To display a cascading menu, the user can either click on the menu title or use a single alpha keystroke. (For example when selecting <u>P</u>rint from the dropdown menu, press the [P] key on the keyboard.) In all cases, the mnemonic character is identified with an underline. All mouse clicks are performed with the left mouse button, and only a single click is necessary. <u>Do not double-click.</u>3. A user security profile will determine what menu functions are available. If a user does not have security access for a window, the menu option will be “grayed” out instead of black. Clicking or selecting a menu item that has been grayed out will have no effect. The Department Security Administrator is authorized to define the access for each user. <p><i>Continued</i></p>

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Reminders (Continued)	Tab Folders <ol style="list-style-type: none">4. Tab folders are used to navigate between windows. The series of tabs mimics the appearance of a tabbed file folder and allows the user to select a new file (or window) from that file folder. This makes it easier for the user to move to different windows throughout the system. As each tab is clicked, it becomes active or selected. Only one tab can be selected at a time.5. On some windows, the user will see two sets of tabs. Displayed at the top of the window are the primary tabs. Subsets to the primary tabs will display at the bottom of the window.6. It is not necessary to resize any of the windows. However, the user does have the option to resize, minimize, and maximize several of the windows. Some users may find this beneficial, but the system is designed to function with windows and objects in their “normal” size mode.
References	<i>No Specific References</i>

Tabs

The series of tabs mimics the appearance of a tabbed file folder and allows the user to select a new file (or window) from that file folder. This makes it easier for the user to move to different windows throughout the system. As you use the mouse to point and click on a tab, it becomes active or selected. Only one tab can be selected at a time.






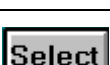
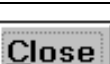

On some windows, the user will see two sets of tabs. Displayed at the top of the window are the primary tabs, and subsets to the primary tabs will display at the bottom of the window.

The screenshot shows the DCDS Data Collection window. At the top, there is a menu bar with options: File, Edit, Options, Functions, Params, Reports, Window, and Help. Below the menu bar is a tabbed interface. The primary tabs at the top are: Selection, Time, Activity, Equipment, Inventory, Emp Info, and History. The 'Selection' tab is active. Below the primary tabs, there is a header area showing 'Fraley, Aron T' and '590-10-2416 Eff Dt: 01/03/1995 PP EndDt: 07/26/1997 Ver: 0 Adj Type:'. The main area is titled 'Hours Entry' and displays a grid for entering hours for the month of July. The grid has columns for days of the week (S, M, T, W, Th, F, S) and rows for different hour types (e.g., REG, ANLV). The bottom of the window features a second set of tabs: Hours Entry, Coding Block, Comments, Pers Miles, Errors, and Display. The 'Hours Entry' tab is active. Below these tabs are buttons for navigation and actions: '< >', 'Submit', 'Prev Used CB', 'Delete', 'Save', and 'Close'. The status bar at the bottom indicates 'Ready'.

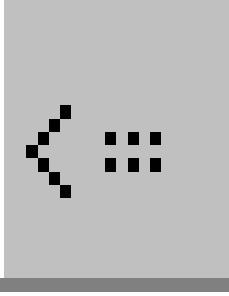
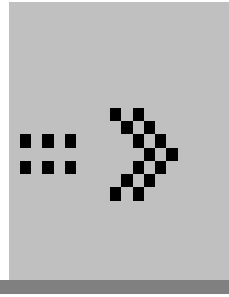
Item	Term	Description
1	Primary Tabs	The primary tabs provide access to inquiry or update windows that contain different types of information for the entry selected in the Selection List. If tab option is not available, the tab will be grayed out (inactive) instead of black.
2	Bottom Tabs	The bottom tabs provide inquiry or update windows that provide access to a further subset of information. If tab option is not available, the tab will be grayed out (inactive) instead of black.

Control Buttons

Control buttons are graphical controls that initiate actions. Users can choose a button by clicking the mouse while the pointer is over the button. Users can also choose most buttons using the keyboard. Most command buttons have mnemonic keystrokes assigned to them (e.g., Alt + N for the New button). These keystrokes are indicated by a line beneath the letter. The action associated with the command button is initiated when the mouse button is pressed and released or when the keys are typed. The most commonly used command buttons that will appear on the windows are New, Save, Detail, Delete, Submit, Select and Close. They are described below.

Control Button	Description
	The New button allows the user to add a new record.
	The Save button will save updated information within DCDS.
	Displays a window that includes detailed information for both viewing and updating based on the security of the user.
	The Delete button allows the user, if user has the proper security, to delete records from DCDS.
	The Submit button will initiate the approval process.
	The Select button will display the selection list.
	The Close button will remove the window.
	<p>Selecting the remove all button (<<) removes all data displayed in one window to another window.</p> <p>Selecting the add all button (>>) adds all data displayed in one window to another window.</p> <p>These buttons are generally used on DCDS windows that require rows of data to be moved between two windows. This allows the user to add and/or remove data more efficiently.</p>

Control Buttons (Continued)

Control Button	Description
	<p>Selecting the previous button (<=) allows the user to view information from the previous row (or in some cases the previous highlighted row) in the Selection List window.</p> <p>Selecting the next (= >) allows the user to view information from the next row (or in some cases the next highlighted row) in the Selection List window.</p> <p>These buttons are only activated if more than one selection item is highlighted in the Selection List window.</p>
	

Selection Criteria Window

The Selection Criteria window allows the user to enter known criteria to narrow in on desired entries. Generally, any combination of fields on the Selection Criteria window may be entered. Some selection criteria windows require radio button selections (i.e., the Time, Equipment, and Both fields). Only one radio button may be selected at any time. When the radio button is selected, the circle is filled; when the choice is not selected, the circle is empty. The minimum required selection criteria for each window is stated in the beginning of each section of the manual under reminders.

Selection Criteria			
Dept: <input type="text"/>	Agy: <input type="text"/>	TKU: <input type="text"/>	PP End Date: 7/26/97
SSN: <input type="text"/>	Name: <input type="text"/>		
<input checked="" type="radio"/> Time	<input type="radio"/> Equipment	<input type="radio"/> Both	

After entering the criteria, the **Select** command button may be clicked. This will cause a Selection List window to be displayed. If the minimum required selection is not met, an error message (illustrated at the right) will appear to notify the user. By clicking the **OK** button, it allows the user to re-enter the selection criteria.

**Selection List Window**

The Selection List window will display data that matches the selection criteria. The Selection List window is provided so the user can select specific rows to view detail data.

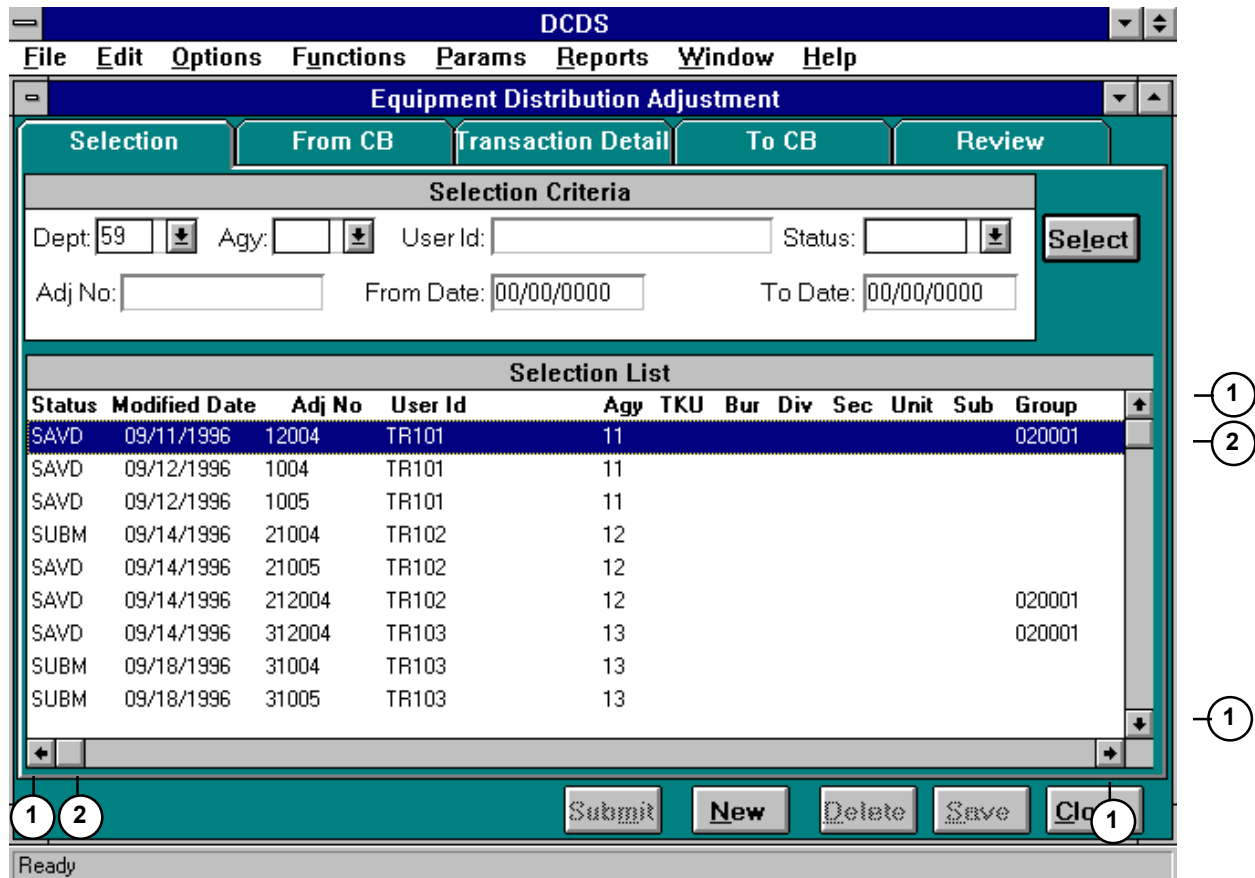
Depending on the selection criteria entered, the Selection List window may contain one or more entries. For example, if SSN is specified in the criteria for employee selection, there will be only one entry, but if only Dept/Agy/TKU is specified, there could be several entries. When more than one entry is displayed in the Selection List window, they will be in sorted order. In most cases the sort order is ascending in either numeric or alphabetic order.

The details for any row in the Selection List window may be displayed by double-clicking the left mouse button on the row, or clicking on the row to highlight it and then clicking on the **Detail** command button.

Selection List						
Name	SSN	Eff Dt	Move Dt	FLSA Category	Status	Adj Type

Scroll Bars

A scroll bar is a window component that indicates to a user that more information is available or can be added in a particular direction and can be scrolled to view. The two types of scroll bars are **horizontal** and **vertical**.



Item	Term	Description
1	Scroll Buttons	The window can be scrolled by clicking the left mouse button on any of the scroll buttons. ① The arrows indicate the direction the window will scroll.
2	Scroll Box	The window can also be scrolled by holding down and dragging the scroll box ② with left mouse button and releasing the button when the scroll box is in a new location on the scroll bar.